



Dr. Mushtaq H.G.H. Malik

OBJECTIVES:

Seeking a career opportunity in **Mathematics department** through which my theoretical knowledge and practical experience would be employed to their full potential. **(IMMEDIATE JOINING POSSIBLE)**

WORK HISTORY (21 years in U.A.E.) 26 Years.

Mathematics Coordinator (American System)

American National School Al Ain UAE

02/2021 till date

- Participating in setting a work plan for the department and following up.
- Assigning lessons for teachers' subject and determining the necessary procedure.
- Mentoring new teachers and directing them to follow up on the execution of the curriculum.
- Supervising the continuous assessment program.
- Conducting weekly department's meetings, supervising entrance exams & following up on exam papers.
- Rectifying the cases of academic weakness and providing a therapeutic plan for them.
- Following up on the teachers' daily planning and supervising the annual plan.

Mathematics Teacher / Coordinator (American System)

Al Ittihad National Private School Al Ain UAE

09/2010 to 02/2021

- Coaching Scholastic Assessment Test (**SAT**) and The Emirates Standardized Test (**EmSAT**) classes.
- Participating in setting a work plan for the department and following up.
- Distribution of the assigned lessons for teachers' subject and determining the necessary procedure.
- Supervising and mentoring new teachers and directing them to follow up on the execution of the curriculum.
- Preparing and coordinating test questions and supervising the continuous assessment program.
- Holding weekly meetings for the department, supervising entrance exams & following up on exam papers.
- Identifying the cases of academic weakness and providing a therapeutic plan for them.
- Following up on the teachers' daily planning and supervising the annual plan.

Mathematics Instructor (British System)

09/2009 to 08/2010

Global Solutions Limited (GSL.UK) Al Wathba Correctional Facility Abu Dhabi UAE

- Teaching Numeracy (at different levels) Offering City & Guilds Qualifications.
- Preparing students for the City & Guilds exams.
- Providing 100% results in the exam.
- Preparing learning session plan as per the syllabus of City & Guilds numeracy curriculum for elementary E1, E2, E3, Level 1, Level 2, and Level 3 and teaching numeracy at different levels using multimedia.
- environment with teaching aids such as smart board, projector and audio systems.
- Preparing Assignments and learners' individual learning plan.

CONTACT DETAILS

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PUBLICATIONS

- The role of principal-related determinants in the performance of Rural and Urban Colleges and Azad Jammu and Kashmir, Pakistan
<https://www.american-journals.com/september-2021>
- Examining Mediating Role of the development of principal's leadership on the performance of higher educational institutions: A Quantitative approach
<https://www.tojqi.net/index.php/journal/article/view/4697>
- Factors Affecting Institutional Performance: A case of Azad Jammu & Kashmir Colleges
<https://www.sciencepubco.com/index.php/ijet/article/view/21680/10358>
- Determinants of Principals' Performance in Colleges: A gender-based analysis of Azad Jammu Kashmir
<https://www.sciencepubco.com/index.php/ijet/article/view/21682/10360>

TEACHING SKILLS

- **Mathematics CCSS American Curriculum**

EmSat	Algebra 1 & 2
SAT	Pre-Calc & Calculus
MAP	Geometry
TIMSS	PISA

- **IGCSE O Levels British Curriculum**

EDUCATIONAL QUALIFICATIONS

Ph.D. (MANAGEMENT & LEADERSHIP in EDUCATION),

Management and Science University Malaysia December 2015

Thesis Topic

"The Role of Principals for Management Development and the Performance of Colleges in Azad Jammu and Kashmir, Pakistan"

M.Ed. (Master of Education): Educational Management and Evaluation

A.I.O. University – Islamabad Pakistan August 2006

M.Sc. Mathematics

(Master of Science in Mathematics)

University of the Punjab – Lahore, Pakistan September 1995

B.Ed. (Bachelor of Education): Mathematics,

University of the Punjab – Lahore, Pakistan June 1993

B.Sc. (Bachelor of Science): Mathematics & Statistics,

University of the Punjab – Lahore, Pakistan February 1990

C.T. (Certificate of Teaching): Mathematics,

Government Elementary Teachers Training College Sargodha, Pakistan August 1989

H.S.S.C. (Intermediate Examination) Science (Mathematics, Physics, Chemistry and Biology)

Government Ambala Muslim College Board of Intermediate and Secondary Education Sargodha, Pakistan August 1986

IELTS

British Council – Abu Dhabi, UAE

(Academic) Awarded 6.5 bands:

- Listening: 6.0
- Reading: 6.5
- Writing: 6.5
- Speaking: 7.5

Head of Mathematics Department

10/2004 to 09/2009

AL-Adhwa Private School Al Ain UAE (British & American System)

- Responsibility for IGCSE & Harcourt core learning and development of the curriculum.
- Coaching Scholastic Assessment Test (**SAT**) and The Emirates Standardized Test (**EmSAT**) classes.
- Responsibility for Planning, preparing & delivering the required curriculum to the Teachers.
- Communicating and meeting with parents at Open Days or by appointment.
- Communicating with persons outside the school.
- Co-operating with colleagues on the preparation and development of courses of study.

Senior Mathematics and Science Teacher

Aug.2003 to June.2004

Gulf International Private Academy Al Ain UAE (American System)

- Teaching Math & Science at different levels. (Offering American Curriculum.)
- Preparing students for the exams & providing 100% results.
- Preparing Assignments and learners individual learning plan on daily basis.

Senior Mathematics and Science Teacher

Jan.2000 to June.2003

New Al-Hilal Private School Al Ain UAE (British & Pakistani System)

- Teaching Math & Science at different levels. (Offering British and Pakistani Curriculum.)
- Preparing students for the exams & providing 100% results.
- Preparing Assignments and learners individual learning plan on daily basis.

Senior Maths Teacher

May.1994 to Dec.1999

(British & Pakistani System)

Different Renowned Institutions in Lahore Pakistan

- Teaching Mathematics at different levels (Offering IGCSE and Pakistani Curriculum) & providing 100% results.
- Preparing learning session plan as per the syllabus of IGCSE and Federal Board of Intermediate & Secondary Education Pakistan.
- Preparing Assignments and learners individual learning plan.

PARTICIPATION & ATTENDENCE

- Attended several workshops, Seminars, Educational Exhibitions including scientific affairs. (Some of them are as under)
- 21st CENTURY SKILLS
- Cooperative Learning Structures
- Questioning Strategies"
- Commission on International and Trans-Regional Accreditation (CITA) Workshop entitled "Five Star Professional Development for Continuing Education"
- HARCOURT International workshops entitled "Hands-on Minds-on Activities to Extend the Language of Math & Science" and " Development Classroom-Math and Science too!"

CERTIFICATIONS

- Awarded Certificate of International Computer Driving License (ICDL).

LANGUAGES

- ENGLISH: Excellent Command on all Skills (IELTS 6.5 Academic)
- ARABIC: Excellent in Reading and good in Speaking & Listening
- URDU: Excellent (Mother tongue)

REFERENCES

References will be furnished on demand.